

The Maryland-National Capital Park and Planning Commission

TITLE: Lead Electrician
SERIES: Building Trades

GRADE: G CODE: 5123
DATE: 3/28/02
FLSA: Non-Exempt

Class Definition

Under direction, leads, coordinates, and monitors the work of other Electricians, Trades Trainees, and Park/General Maintenance Workers who support skilled trades workers to perform a full range of skilled electrical work of the highest complexity and variety. Responsibilities involve leading work efforts to construct, install, alter, modify, maintain, overhaul, troubleshoot, repair, and test complex electrical systems in Commission buildings, structures, and property. Work is checked by Trade Shop Supervisors and Inspectors. Performs other related duties as assigned.

Examples of Important Duties:

1. Plans crew projects. Receives work orders for electrical projects. Works with supervisors and project managers to review plans and interpret blueprints, schematics, drawings, and specifications to plan and lay out work assignments. Constructs unique and complex installations. Maintains safe and secure work sites. Identifies and corrects safety hazards.
2. Leads crew(s) on projects. Plans, assigns, and checks work of other Electricians, Trades Trainees, and Park/General Maintenance Workers who support skilled trades workers. Coordinates activities with other trades crews and contractors. Inspects work and keeps projects on schedule. Provides training and technical assistance on assignments.
3. Performs as primary evaluator and counselor for assigned personnel. Assists Trade Shop Supervisors with performance evaluations, personnel forms, and documents as prescribed by regulations, and enforces Commission rules, regulations, and policies. Manages shop projects in the absence of Trade Shop Supervisor.
4. Prepares and reviews informal bid proposals. Prepares material requisitions and estimates of tools, equipment, supplies, and materials required to complete assignments. Maintains crew and project schedules, and records of expenditures, materials used, tasks completed, accidents, and injuries.
5. Coordinates preventive maintenance and inspects electrical systems of buildings, structures, and property to detect problems or code violations and ensure compliance with local and national codes. Evaluates options brought forward by other Electricians to determine appropriate course of action and prepares estimates.
6. Assigns and maintains inventory of power equipment, tools, safety equipment, and vehicles assigned to crew.

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Examples of Important Duties: (Cont=d)

7. Performs electrical work involving the installation and modification of electrical systems and equipment. Installs, modifies, loads, tests, maintains, repairs, and troubleshoots electrical systems and equipment using all types of tools and test equipment associated with electrical trade. Works on power cables, transformers, insulators, and control equipment (e.g., switches, circuit breakers, panels) and to check alignment, output, resistance to ground, and other electrical characteristics. Locates buried cables and cable faults.

Important Worker Characteristics:

Extensive Knowledge of: (1) standard electrical practices and methods; (2) OSHA, MOSH, fire and building codes; (3) Commission policies and procedures;* (4) confined space procedures; and (5) hazardous materials.

Skill in operation of: (1) electrical hand and power tools; (2) construction equipment (e.g., backhoe, trencher, etc.);* (3) bucket trucks; (4) motor vehicles; and (5) appropriate office equipment, including personal computer and applicable software.

Ability to: (1) understand and apply principles to solve practical and unusual problems; (2) calculate fractions, decimals, and percentages; (3) read and understand manuals, blueprints, sketches, and drawings; (4) complete work orders and work related paperwork; (5) estimate time and materials; (6) distinguish different colors; (7) lift up to 100 pounds; (8) acquire CPR and first aid certification;* and (9) lead skilled electrical work with minimum supervision.

*Developed primarily after employment.

Minimum Qualifications:

1. H.S. Diploma or GED; and
2. Completion of an approved apprentice program or four years of progressively responsible electrical experience; and
3. Four years of experience at the journey level, including two years directing the activities of other skilled electricians; or
4. An equivalent combination of education and experience totaling eight years.
5. Valid Master Electrician=s License issued by appropriate local jurisdiction.
6. Valid driver=s license.

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Minimum Qualifications (Cont=d)

7. Valid Commercial Driver=s License (CDL) with appropriate endorsements may be required.
8. Pass Commission medical examination.

Working Conditions

Indoor/outdoor, exposure to varied weather conditions, confined spaces, dirt, heights, noise, dust, fumes, and electrical shock. Must be available to work during emergencies.